

COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH

**TRANSFER OPPORTUNITY**

This is not an official examination bulletin

**INTERMEDIATE TYPIST CLERK**

The Department of Mental Health Countywide Resource Management AB109 Program is seeking an individual to fill the position of an Intermediate Typist Clerk at CRM Headquarters located at 1925 Daly Street, Los Angeles, CA 90031.

**EXAMPLES OF DUTIES:**

- Opening and Closing of MH Charts in IS System
- Data Entry of Daily Service Logs in IS System
- Utilize AB109 Active Client Database to locate clients in program
- Filing of MH documentation in MH Charts
- Create, maintain and update tracking logs, caseload logs, staff/phone rosters and monthly work schedules utilizing Excel
- Answer telephone, take messages for staff and route calls appropriately
- Obtain client information from the Active Client Database System and obtain MH histories from the IS System
- Photocopying and Faxing
- Maintain and organize MH files
- Other duties as assigned by MH Clinical Supervisor and Program Head

**DESIRABLE QUALIFICATIONS:**

- Strong organizational skills
- Ability to multi-task and prioritize work assignments
- Strong knowledge of the IS System
- Knowledge of DMH billing procedures
- Strong Knowledge of Microsoft Word, Excel, and Outlook
- Ability to work independently and as a team player
- Strong verbal and written communication skills
- Strong interpersonal skills
- Bilingual

Interested individuals holding the title to the above position are encouraged to FAX their resume, last two (2) Performance Evaluations and last two (2) years of master time records by

January 8, 2014 to:

**Alma Nieto, Secretary III**  
**Countywide Resource Management**  
**323. 223-8380**  
[ANieto@dmh.lacounty.gov](mailto:ANieto@dmh.lacounty.gov)

**AN EQUAL OPPORTUNITY EMPLOYER**